

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, June 5, 2018 6:00 p.m.**

Selectboard: Kurt Johnson, Pat Sabalis and Cat Kearns

Town Staff: RaMona Sheppard, Nate Sullivan, Andrew Strniste and Brian Bigelow

Public: Ruth Miller (MMCTV), Lea Van Winkle, Jason Marias, Rick Heh, Karen Davis and Karen Williams

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Additions to the agenda: add State Salt Contract, Copier Lease and E911 Coordinator to New Business.

6:01 p.m. Public Comment Period. None.

6:02 p.m. Access Permit: Marias (IS318) Final Access. Jason Marias and Staff discussed application with Selectboard.

Kurt Johnson moved to approve the Access Application of Jason and Amy Marias as designed with standard conditions. Pat Sabalis seconded and the motion passed 3-0.

6:06 p.m. New Business

Draft Changes to Underhill Land Use Regulations and Road Driveway and Trail Ordinance.

Planning Director Andrew Strniste spoke with the Selectboard about a proposed re-organization of the two ordinances. The primary goal of is to simplify the process and achieve consistency between the documents. Discussion ensued about the process, jurisdiction and authority of Selectboard, DRB and Staff. Lea Van Winkle spoke in support of the need to simplify.

Consensus of the Selectboard was to have Planning Director and Pat Sabalis work on the next draft and to authorize that draft's submittal for legal review.

H.859 Statute Pertaining to Lease Lands. Pat Sabalis summarized H.859 as passed by the legislature. By January 1, 2020 perpetual lease land would revert to landowner if the Town does not affirmatively retain the lease. Newspaper publication would be dropped from the notice requirements. Initial reaction is that a Town Charter change would not be required. Town Administrator to invite Brad Holden in for additional discussion.

Plow Turnarounds and Intersection Sightlines. Road Foreman provided a prioritized list of turnarounds and intersections that should be addressed and identified turnarounds being improved this year. Selectboard and staff discussed list. Scope and scale of the issues, Safety of the traveling public and municipal employees, the anticipated need for easements at some locations, and the potential costs discussed. Finance Director requested that Capitalization considerations be kept in mind.

Kurt Johnson to work with Road Foreman to further refine the list. Highway Infrastructure and Equipment Committee (HIEC) input to be sought.

State Salt Contract. Selectboard and Staff discussed VTrans request for municipalities to anticipate their Road Salt requirements for the Winter of 2018/19. Consensus of Selectboard, based on last year's usage, is to have Town Administrator reply with an estimate of 700 tons.

Copier Lease. Selectboard and Staff reviewed Town Clerk's memorandum of 6/4/18. Lease is part of the State Purchasing Program. Lease includes a reduced monthly fee(s) and new machine will have more capabilities.

Kurt Johnson moved to enter into lease #1531856 for 60 months with Konica Minolta (lease) and SymQuest (service) in the amounts of \$152.62 (Konica Minolta) and \$44.10 (SymQuest). Pat Sabalis seconded and the motion passed 3-0.

E911 Coordinator. Statute requires that municipalities appoint a liaison to the Enhanced 911 Board. Selectboard and Staff reviewed Town Clerk's memorandum of 6/5/18. Brad Holden has offered to be appointed as E911 Coordinator which would mesh well with addressing and mapping services he already provides.

Kurt Johnson moved to appoint Brad Holden as E911 Coordinator for the Town of Underhill. Pat Sabalis seconded and the motion passed 3-0.

7:08 Old Business

Purchasing Policy. Finance Director Mona Sheppard and Selectboard discussed various aspects of the Purchasing Policy.

- Selectboard resolved to rescind the resolution from the Selectboard meeting of May 22, 2018 that had changed the policy for items in the \$1,000 - \$4999.99 range leaving the Purchasing Policy unchanged.
- Selectboard resolved that Staff would call Selectboard Chair, Kurt Johnson, to pre-approve emergency only purchases in the range from \$1,000 to \$4,999.99. All other purchases in that price range would follow the Purchasing Policy. If Staff doesn't know the actual price of a particular non-emergency purchase, such as repair services, he/she will obtain full Selectboard approval prior to ordering the service with a 'Not to Exceed' dollar amount.
- Finance Director will identify vendors whose recurring purchases of goods or service is anticipated to exceed \$1,000 and the Selectboard will consider those instances at the July 3, 2018 Selectboard meeting."

River Road Paving Chair relayed HIEC recommendation that due to the depth of ruts the asphalt should be laid out in two passes. This would be accompanied by a cost increase of \$20,000-\$30,000. Discussion ensued about using money budgeted for the Bridge #8 repairs that were being delayed. Discussion continued regarding potential future grant awards, degree of change from Paving Bid process, budget changes and reserve funds. Consensus of Selectboard was to not commit at this time, more information required.

Bridge 8. Chair briefed the Selectboard on proposed efforts to preserve Bridge #8 and simultaneously address compromised guardrails. Additional information to be obtained from HEIC.

Class 4 Roads Policy. Former Selectboard Chair Rick Heh in attendance. Heh offered to spearhead drafting policy with Staff. Stevensville Road residents Karen Davis and Karen Williams in attendance.

8:00 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants

Kurt Johnson moved to approve the minutes of the May 22, 2018 Regular Meeting of the Selectboard. Pat Sabalis seconded and the motion passed on a vote of 3-0.

Kurt Johnson moved to approve the minutes of the May 30, 2018 Special Meeting of the Selectboard. Pat Sabalis seconded and the motion passed on a vote of 3-0.

7:56 p.m. Member Items, Correspondence, Announcements, Schedule. Notice made that the next Regular Selectboard date is June 19, 2018.

Correspondence. Selectboard acknowledged receipt of:

- Budget Status Report, dated June 4, 2018.
- David Demarest email of June 4, 2018.
- Memorandum from Planning Director regarding Administrative Amendment issued at 7 Min's Lane (MN007). Applicant increased width of driveway initially approved under A17-15.
- Memorandum from Planning Director regarding Access approved as part DRB Approval (SUB-07-02) for 339 Irish Settlement Road (IS339). Consensus of the Selectboard is that the 2007 approval remains valid. No additional review required.
- Notice of Public Hearings held by the Underhill Planning Commission for proposed amendments to the Underhill Unified Land Use and Development Regulations.

8:02 p.m. Executive Sessions.

Chair moved that the Selectboard find that premature general public knowledge of pending or probable civil litigation involving the Town would clearly place the Town at a substantial disadvantage. Pat Sabalis seconded and the motion passed on a vote of 3-0.

Chair moved that the Selectboard enter Executive Session to discuss pending or probable civil litigation that the Town is a party to under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes. Pat Sabalis seconded and the motion passed on a vote of 3-0.

Chair moved that the Selectboard enter Executive Session to discuss the appointment or employment or evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Pat Sabalis seconded and the motion passed on a vote of 3-0.

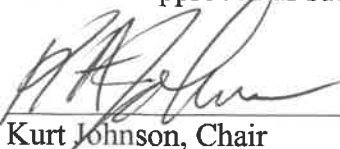
At 8:59 p.m. the Chair moved to exit the Executive Sessions. Pat Sabalis seconded and the motion passed on a vote of 3-0.

No actions taken as a result of the Executive Sessions.

9:00 p.m. Adjournment. On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard voted to adjourn on a vote of 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended


Kurt Johnson, Chair

6-19-18
Date